

**JOB ANNOUNCEMENT**  
**Posting Date 08/13/2019**  
**Legislative Research Commission**

**Legislative Fiscal Analyst**  
Budget Review

The Legislative Research Commission is accepting applications for the position of **Legislative Fiscal Analyst** in the Budget Review Department. This position is nonpartisan and requires the ability to work with neutrality in a politically charged environment.

**Job Duties:**

- Provide analysis to legislators as requested; analyze legislation; prepare fiscal notes on the impact of proposed legislation; monitor spending as directed by biennial budget bills; assist special groups, committees, and task forces.
- Interact with agency and executive-level staff to gain practical knowledge of subject matter area.
- Develop a detailed understanding of the subject matter area to understand functional, fiscal structure, and budgeting issues specific to the area.
- Develop an expert understanding of the interaction between divisions of the subject matter area and other agencies or branches of state government.
- Analyze biennial budget requests from agencies; update legislators on important budgetary issues.
- Review expenditures and revenues to determine future issues and problems.
- Review appropriation and allotment modifications; report revisions to interim committees and legislators as necessary.
- Use state accounting systems to review agency accounting and procurement information.
- Staff subcommittee meetings of the assigned subject matter area.
- Provide expert assistance to Budget Review (BR) Subcommittee chair and members; provide information to legislators on request.
- Edit and approve minutes from BR Subcommittee meetings.
- Assist members of the General Assembly in understanding budgetary issues.
- Prepare and review budget documents; assist other staff members in same.
- Take direct responsibility for accuracy of the assigned portions of the budget bills.
- Assist in the review of the budget bills in their entirety for accuracy and presentation.
- Assist statutory committee staff with budget needs of their assigned area, as requested.
- Use LRC budget software to prepare budget bills and documents for assigned subject matter area.
- Perform other duties as assigned.

**Minimum Requirements:** A bachelor's degree in business, finance, public policy, or related field, supplemented by 2 years of experience in government budget administration, financial analysis and/or forecasting, statistical analysis, accounting, financial auditing, or a related field.

**Desired Skills and Abilities:**

- Verbal and written communication skills adequate to communicate effectively and impartially with others involved in the legislative process.
- Ability to develop detailed knowledge of assigned subject matter and ability to interpret federal, state, and local laws; regulations; and legal precedent.
- Appropriate level of subject matter research skills, and ability to prepare succinct written analysis of complex projects and issues.
- Ability to maintain composure while working under pressure and to meet specific deadlines.
- Ability to develop detailed knowledge of LRC budget software.
- Ability to work independently and in a team environment with sensitivity to political nuance and protocol.
- Ability to understand and uphold the strict confidential nature of legislative work.
- Ability to uphold expectations of a nonpartisan staff member.
- Ability to work extended hours as needed.

The individual selected for this position must have a positive attitude; a strong work ethic; attention to detail; competence in using correct grammar, spelling, and punctuation; excellent written and verbal communication skills; and a public service orientation with the ability to maintain a good rapport with LRC staff, state employees, and the public. The individual must be able to work under stress, with the understanding that, during legislative sessions and occasionally during the interim, significant amounts of overtime will be required.

This is a permanent, full-time position with benefits including health and life insurance; retirement plan; and paid holidays, vacation, and sick days. Compensatory time is awarded on an hour-for-hour basis with prior approval.

**Application Deadline:** Applications for this position must be submitted by the close of business September 30, 2019. Review will begin immediately upon receipt.

All persons who meet the minimum requirements and are interested in this position must email a cover letter and current résumé to [LRCresumes@lrc.ky.gov](mailto:LRCresumes@lrc.ky.gov) and list the job title in the email subject line. An application (which may be accessed at [www.lrc.ky.gov/lrc/LRCApplication.pdf](http://www.lrc.ky.gov/lrc/LRCApplication.pdf)) must be completed prior to any interview. Each person interested in the position is encouraged to submit the application when submitting the cover letter and current résumé.

Alternatively, applicants may mail these materials to:

Tim Holbrook  
Assistant Director/Chief Human Resources Officer  
Legislative Research Commission  
Capitol Annex Room 456, 702 Capitol Avenue  
Frankfort, Kentucky 40601